

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER

(D/B/A NORTHWEST IOWA YOUTH EMERGENCY SERVICES CENTER)

INDEPENDENT AUDITOR'S REPORTS

BASIC FINANCIAL STATEMENTS AND

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF FINDINGS

JUNE 30, 2004 AND 2003

## NEWS RELEASE

For Release --

The audit report of Northwest Iowa Multicounty Regional Juvenile Detention Center (d/b/a Northwest Iowa Youth Emergency Services Center) for the years ended June 30, 2004 and 2003 has been released. This report was issued by Hunzelman, Putzier & Co., PLC, C.P.A.'s and filed with David A. Vaudt, Auditor of State.

A copy of the audit report is available for review in the office of the Auditor of State and at the Northwest Iowa Multicounty Regional Juvenile Detention Center.

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NORTHWEST IOWA MULTICOUNTY REGIONAL  
JUVENILE DETENTION CENTER

OFFICIALS

<u>Name</u>	<u>Title</u>	<u>Representing</u>
Ken Chalstrom	Chairperson	Clay County
Joe Cronin	Vice-Chairperson	Ida County
Jack Bensley	Member	Sac County
Craig Block	Member	Lyon County
Loren Bouma	Member	Sioux County
Ralph Christiansen	Member	Pocahontas County
Mardi Allen	Member	Dickinson County
Jim Jenson	Member	Emmet County
Eugene Meiners	Member	Carroll County
Dan Struve	Member	O'Brien County
Steve Ulmer	Member	Crawford County
Dick Vail	Member	Buena Vista County
Dave Vander Hamm	Member	Plymouth County
Ronald Wetherell	Member	Cherokee County
Cheryl McGrory	Director	
Karla Lundy	Assistant Director	

## Independent Auditor's Report

To the Board of Directors of the Northwest Iowa  
Multicounty Regional Juvenile Detention Center:

We have audited the accompanying financial statements of Northwest Iowa Multicounty Regional Juvenile Detention Center as of and for the years ended June 30, 2004 and 2003. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northwest Iowa Multicounty Regional Juvenile Detention Center at June 30, 2004 and 2003 and the results of its operations and its cash flows for the years then ended in conformity with U.S. generally accepted accounting principles.

As discussed in Note 8, during the year ended June 30, 2004, Northwest Iowa Multicounty Regional Juvenile Detention Center adopted Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments; Statement No. 37, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus; and Statement No. 38, Certain Financial Statement Note Disclosures.

In accordance with Government Auditing Standards, we have also issued our report dated October 7, 2004 on our consideration of Northwest Iowa Multicounty Regional Juvenile Detention Center's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Management's Discussion and Analysis on pages 5 through 8 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion thereon.

*Hungelman, Putzier & Co.*

October 7, 2004

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Northwest Iowa Multicounty Regional Juvenile Detention Center provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2004. We encourage readers to consider this information in conjunction with the Center's financial statements, which follow.

### FINANCIAL HIGHLIGHTS

The Center's operating revenues increased 15%, or \$70,796, from fiscal 2003 to fiscal 2004.

The Center's operating expenses were 6%, or \$30,693, less in fiscal 2004 than in fiscal 2003.

The Center's net assets increased 29%, or \$55,527, from June 30, 2003 to June 30, 2004.

### USING THIS ANNUAL REPORT

The Northwest Iowa Multicounty Regional Juvenile Detention Center is a single Enterprise Fund and presents its financial statements using the economic resources measurement focus and accrual basis of accounting which is the same measurement focus and basis of accounting employed by private sector business enterprises. This discussion and analysis are intended to serve as an introduction to Northwest Iowa Multicounty Regional Juvenile Detention Center's basic financial statements. The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the Center's financial activities.

The Statement of Net Assets presents information on the Center's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Center is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Net Assets is the basic statement of activities for proprietary funds. This statement presents information on the Center's operating revenues and expenses, non-operating revenues and expenses, and whether the Center's financial position has improved or deteriorated as a result of the year's activities.

The Statement of Cash Flows presents the change in the Center's cash and cash equivalents during the year. This information can assist the user of the report in determining how the Center financed its activities and how it met its cash requirements.

The Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

## FINANCIAL ANALYSIS OF THE CENTER

### Statement of Net Assets

As noted earlier, net assets may serve over time as a useful indicator of the Center's financial position. The Center's net assets for fiscal 2004 totaled approximately \$249,000. This compares to approximately \$193,000 for fiscal 2003. A summary of the Center's net assets is presented below.

	<u>Net Assets</u>	
	<u>June 30,</u> <u>2004</u>	<u>2003</u>
Current assets	\$256,441	\$186,657
Property and equipment, less accumulated depreciation	<u>23,199</u>	<u>31,034</u>
Total assets	<u>279,640</u>	<u>217,691</u>
Current liabilities	<u>31,133</u>	<u>24,711</u>
Net assets:		
Invested in capital assets	23,199	31,034
Unrestricted	<u>225,308</u>	<u>161,946</u>
Total net assets	<u>\$248,507</u>	<u>\$192,980</u>

The invested in capital assets (9%, e.g., buildings and equipment), are resources allocated to capital assets. The remaining net assets (91%) are the unrestricted net assets that can be used to meet the Center's obligations as they come due.

### Statement of Revenues, Expenses, and Changes in Net Assets

Operating revenues are received for services provided juveniles who await court disposition. The Center provides a physically secure, emotionally stable and safe environment for these individuals until final court ruling. Operating expenses are expenses paid to operate the Center. Non-operating revenues and expenses are for interest income and the loss on disposal of assets. The utilization of capital assets is reflected in the financial statements as depreciation, which allocates the cost of an asset over its expected useful life. A summary of revenues, expenses, and changes in net assets for the year ended June 30, 2004 is presented below:

	<u>Changes in Net Assets</u>	
	<u>Year Ended June 30,</u> <u>2004</u>	<u>2003</u>
<u>OPERATING REVENUES</u>		
Charges for service	\$412,118	\$ 347,178
State allocation	124,903	118,881
State programs	7,678	8,333
Other operating revenues	<u>3,667</u>	<u>3,178</u>
Total operating revenues	<u>548,366</u>	<u>477,570</u>
<u>OPERATING EXPENSES</u>		
Salaries	322,077	329,179
FICA and IPERS	41,393	45,564
Unemployment insurance	2,757	3,140
Health insurance	40,416	43,624
Meals and food	22,699	30,310
Treatment and health supplies	7,487	5,715
Clothing	503	1,023
Travel	781	1,126



## FINANCIAL ANALYSIS OF THE CENTER - (Continued)

### Statement of Revenues, Expenses, and Changes in Net Assets - (Continued)

	<u>Year Ended June 30,</u>	
	<u>2004</u>	<u>2003</u>
<u>OPERATING EXPENSES - (Continued)</u>		
Training	\$ 492	\$ 1,008
Office supplies	2,801	3,651
Postage	740	494
Telephone	4,404	4,509
Utilities	5,020	5,077
Insurance	23,570	17,935
Legal fees	295	11,120
Audit fees	2,629	4,097
Publications	44	60
Accounting services	2,640	2,880
Repairs and maintenance	3,947	5,265
Depreciation and amortization	8,613	8,224
Total operating expenses	<u>493,308</u>	<u>524,001</u>
Operating income (loss)	55,058	(46,431)
<u>NONOPERATING REVENUES (EXPENSES)</u>		
Interest on investments	553	1,064
Loss on disposal of assets	<u>(84)</u>	<u>(1,156)</u>
Net nonoperating revenues (expenses)	<u>469</u>	<u>(92)</u>
Changes in net assets	55,527	(46,523)
Net assets beginning of year	<u>192,980</u>	<u>239,503</u>
Net assets end of year	<u>\$248,507</u>	<u>\$ 192,980</u>

The Statement of Revenues, Expenses, and Changes in Net Assets reflects a positive year with an increase in the net assets at the end of the fiscal year.

In fiscal 2004, operating revenues increased by \$70,796, or 15%, primarily a result of charges for service fees increasing by approximately \$65,000 due to an increase in the volume of stays. Operating expenses decreased by \$30,693, or 6%. The decrease was primarily a result of a decrease in salaries and benefits of approximately \$14,000 and meals and provisions of approximately \$8,000.

### Statement of Cash Flows

The Statement of Cash Flows presents information related to cash inflows and outflows, summarized by operating, capital and related financing, and investing activities. Cash provided by operating activities includes County fees and the State allocation reduced by payments to employees and to suppliers. Cash used from capital and related financing activities includes the purchase of capital assets. Cash provided by investing activities includes interest income.

### CAPITAL ASSETS

At June 30, 2004, the Center had approximately \$23,000 invested in capital assets, net of accumulated depreciation of approximately \$102,000. Depreciation charges totaled \$8,613 for fiscal 2004. More detailed information about the Center's capital assets is presented in Note 4 to the financial statements.

## ECONOMIC FACTORS

Northwest Iowa Multicounty Regional Juvenile Detention Center continued to improve its financial position during the current fiscal year. However, the current condition of the economy in the state continues to be a concern for Center officials. Some of the realities that may potentially become challenges for the Center to meet are:

Facilities at the Center require constant maintenance and upkeep.

Technology continues to expand and current technology becomes outdated presenting an on going challenge to maintain up to date technology at a reasonable cost.

The Center anticipates the current fiscal year will be much like the last and will maintain a close watch over resources to maintain the Center's ability to react to unknown issues.

## CONTACTING THE CENTER'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Center's finances and to show the Center's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Northwest Iowa Multicounty Regional Juvenile Detention Center, 1231 W. Cedar Loop, Suite #110, Cherokee, Iowa.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER

STATEMENTS OF NET ASSETS

JUNE 30, 2004 AND 2003

Exhibit A

	<u>2004</u>	<u>2003</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 53,843	\$ 37,677
Due from other governments	188,395	134,867
Prepaid insurance	<u>14,203</u>	<u>14,113</u>
Total current assets	<u>256,441</u>	<u>186,657</u>
<u>PROPERTY AND EQUIPMENT</u> (Note 4):		
Leasehold improvements	90,954	90,954
Equipment	<u>34,601</u>	<u>34,289</u>
	125,555	125,243
Accumulated amortization and depreciation	<u>(102,356)</u>	<u>(94,209)</u>
Net property and equipment	<u>23,199</u>	<u>31,034</u>
Total assets	<u>\$ 279,640</u>	<u>\$ 217,691</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable	\$ 5,214	\$ 11,368
Salaries and benefits payable	12,436	-
Compensated absences	<u>13,483</u>	<u>13,343</u>
Total current liabilities	<u>31,133</u>	<u>24,711</u>
<u>NET ASSETS</u>		
Invested in capital assets	23,199	31,034
Unrestricted	<u>225,308</u>	<u>161,946</u>
Total net assets	<u>\$ 248,507</u>	<u>\$ 192,980</u>

See notes to financial statements.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS  
FOR THE YEARS ENDED JUNE 30, 2004 AND 2003

Exhibit B

	<u>2004</u>	<u>2003</u>
<u>OPERATING REVENUES</u>		
Charges for service	\$412,118	\$ 347,178
State allocation	124,903	118,881
State programs	7,678	8,333
Other operating revenues	<u>3,667</u>	<u>3,178</u>
Total operating revenues	<u>548,366</u>	<u>477,570</u>
<u>OPERATING EXPENSES</u>		
Salaries	322,077	329,179
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Unemployment insurance	2,757	3,140
Health insurance	40,416	43,624
Meals and food	22,699	30,310
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Clothing	503	1,023
Travel	781	1,126
Training	492	1,008
Office supplies	2,801	3,651
Postage	740	494
Telephone	4,404	4,509
Utilities	5,020	5,077
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Legal fees	295	11,120
Audit fees	2,629	4,097
Publications	44	60
Accounting services	2,640	2,880
Repairs and maintenance	3,947	5,265
Depreciation and amortization	<u>8,613</u>	<u>8,224</u>
Total operating expenses	<u>493,308</u>	<u>524,001</u>
Operating income (loss)	55,058	(46,431)
<u>NONOPERATING REVENUES (EXPENSES)</u>		
Interest on investments	553	1,064
Loss on disposal of assets	<u>(84)</u>	<u>(1,156)</u>
Net nonoperating revenues (expenses)	<u>469</u>	<u>(92)</u>
Changes in net assets	55,527	(46,523)
Net assets beginning of year	<u>192,980</u>	<u>239,503</u>
Net assets end of year	<u>\$248,507</u>	<u>\$ 192,980</u>

See notes to financial statements.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2004 AND 2003

Exhibit C

	<u>2004</u>	<u>2003</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Cash received from members/others	\$ 368,279	\$ 365,356
Cash received from State	126,559	73,188
Cash payments to employees for services	(309,501)	(340,632)
Cash payments to suppliers for goods and services	<u>(168,862)</u>	<u>(189,052)</u>
Net cash provided by (used in) operating activities	<u>16,475</u>	<u>(91,140)</u>
<u>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</u>		
Contributions from members	<u>-</u>	<u>20,000</u>
Net cash provided by non-capital financing activities	<u>-</u>	<u>20,000</u>
<u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u>		
Acquisition of capital assets	<u>(862)</u>	<u>(9,748)</u>
Net cash used in capital and related financing activities	<u>(862)</u>	<u>(9,748)</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>		
Interest on investments	<u>553</u>	<u>1,064</u>
Net cash provided by investing activities	<u>553</u>	<u>1,064</u>
<u>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS:</u>	16,166	(79,824)
Cash and cash equivalents at beginning of year	<u>37,677</u>	<u>117,501</u>
<u>CASH AND CASH EQUIVALENTS AT END OF YEAR</u>	<u>\$ 53,843</u>	<u>\$ 37,677</u>
<u>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES:</u>		
Operating income (loss)	\$ 55,058	\$ (46,431)
Adjustments to reconcile operating income to net cash provided by (used in) operating activities:		
Depreciation	8,613	8,224
Changes in assets and liabilities:		
Increase in due from other governments	(53,528)	(45,163)
Increase in prepaid insurance	(90)	(1,863)
Increase (decrease) in accounts payable	(6,154)	5,546
Increase (decrease) in salaries and benefits payable	12,436	(8,214)
Increase (decrease) in compensated absences	<u>140</u>	<u>(3,239)</u>
Total adjustments	<u>(38,583)</u>	<u>(44,709)</u>
Net cash provided by (used in) operating activities	<u>\$ 16,475</u>	<u>\$ (91,140)</u>

See notes to financial statements.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004 AND 2003

1. Summary of Significant Accounting Policies

Northwest Iowa Multicounty Regional Juvenile Detention Center (d/b/a Northwest Iowa Youth Emergency Services Center) was formed in 1989 by eleven northwest Iowa member counties pursuant to the provisions of Chapter 28E of the Code of Iowa. Three additional counties subsequently joined the organization. The Center provides detention and shelter care of juveniles.

Northwest Iowa Multicounty Regional Juvenile Detention Center is governed by a Board comprised of one representative from each of the following member counties: Cherokee, Plymouth, Ida, Buena Vista, Carroll, O'Brien, Humboldt, Lyon, Pocahontas, Sac, Dickinson, Clay, Emmet, and Crawford.

A. Reporting Entity

For financial reporting purposes, Northwest Iowa Multicounty Regional Juvenile Detention Center has included all funds, organizations, agencies, boards, commissions, and authorities. The Center has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Center are such that exclusion would cause the Center's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the Center to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on, the Center. Northwest Iowa Multicounty Regional Juvenile Detention Center has no component units which meet the Governmental Accounting Standards Board criteria.

B. Basis of Presentation

The accounts of Northwest Iowa Multicounty Regional Juvenile Detention Center are organized as an Enterprise Fund. Enterprise Funds are used to account for operations (a) financed and operated in a manner similar to private business enterprises, where the intent of the governing body is the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Measurement Focus and Basis of Accounting

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The Center applies all applicable GASB pronouncements, as well as the following pronouncements issued on or before November 30, 1989, unless these pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the Committee on Accounting Procedure.

The Center distinguishes operating revenue and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004 AND 2003

1. Summary of Significant Accounting Policies - (Continued)

C. Measurement Focus and Basis of Accounting - (Continued)

connection with the Center's principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

D. Assets and Liabilities

The following accounting policies are followed in preparing the Statement of Net Assets:

Cash Equivalents - The Center considers all short-term investments that are highly liquid to be cash equivalents. Cash equivalents are readily convertible to known amounts of cash and, at the day of purchase, have a maturity date no longer than three months.

Property and Equipment - Property and equipment are accounted for at historical cost. Depreciation of all exhaustible fixed assets is charged as an expense against operations. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over fifteen years and equipment is depreciated over a five to ten year life.

The cost of repairs and maintenance is charged to expense, while the cost of renewals or substantial betterments is capitalized. The cost and accumulated depreciation of assets disposed of are deleted, with any gain or loss recorded in current operations.

Compensated Absences - Center employees accumulate a limited amount of earned but unused vacation and compensatory time off hours for subsequent use or for payment upon termination, death or retirement. The Center's liability for accumulated vacation has been computed based on rates of pay in effect at June 30, 2004 and 2003.

2. Cash and Investments

The Center's deposits in banks at June 30, 2004 and 2003 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against depositories to insure there will be no loss of public funds.

The Center is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Center; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

The Center had no investments meeting the disclosure requirements of Governmental Auditing Standards Board Statement Number 3.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004 AND 2003

3. Pension and Retirement Benefits

The Center contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, IA, 50306-9117.

Plan members are required to contribute 3.70% of their annual covered salary and the Center is required to contribute 5.75% of annual covered payroll for the years ended June 30, 2004, 2003, and 2002. Contribution requirements are established by state statute. The Center's contributions to IPERS for the years ended June 30, 2004, 2003, and 2002 were \$17,716, \$19,505, and \$18,785, respectively, equal to the required contributions for each year.

4. Property and Equipment

A summary of property and equipment for the year ended June 30, 2004 is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Leasehold improvements	\$ 90,954	\$ -	\$ -	\$ 90,954
Equipment	<u>34,289</u>	<u>862</u>	<u>550</u>	<u>34,601</u>
	<u>\$125,243</u>	<u>\$ 862</u>	<u>\$ 550</u>	<u>125,555</u>
Less amortization and depreciation				<u>(102,356)</u>
Total				<u>\$ 23,199</u>

5. Rent Obligations

The Center occupies a portion of a building leased from the Iowa Department of Human Services in Cherokee, Iowa. The lease cost is \$1 per year plus a portion of the utilities and telephone. The terms are subject to renegotiation annually.

6. Related Party Transactions

Total charges for services during the year ended June 30, 2004 were \$412,118. The member counties were billed \$150 per diem for juvenile detention services provided. Non-member counties were billed \$175 per diem for juvenile detention services provided.

7. Risk Management

The Center is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. The Center assumes liability for any deductibles and claims in excess of coverage limitations.



NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2004 AND 2003

8. Accounting Change

For the year ended June 30, 2004, the Center implemented Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments; Statement No. 37, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus; and Statement No. 38, Certain Financial Statement Note Disclosures.

Implementation of these statements had no effect on the beginning balances of the Center.

9. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Independent Auditor's Report on Compliance  
and on Internal Control over Financial Reporting

To the Members of Northwest Iowa  
Multicounty Regional Juvenile Detention Center:

We have audited the financial statements of Northwest Iowa Multicounty Regional Juvenile Detention Center as of and for the year ended June 30, 2004, and have issued our report thereon dated October 7, 2004. We conducted our audit in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Northwest Iowa Multicounty Regional Juvenile Detention Center's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, we noted a certain immaterial instance of non-compliance that is described in the accompanying Schedule of Findings.

Comments involving statutory and other legal matters about the Center's operations for the year ended June 30, 2004 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Center. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes. Prior year statutory comments have all been resolved.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Northwest Iowa Multicounty Regional Juvenile Detention Center's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Northwest Iowa Multicounty Regional Juvenile Detention Center's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying Schedule of Findings.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe item (A) is a material weakness. Prior year reportable conditions have been resolved except item (A).

This report, a public record by law, is intended solely for the information and use of the members and customers of Northwest Iowa Multicounty Regional Juvenile Detention Center and other parties to whom the Center may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Northwest Iowa Multicounty Regional Juvenile Detention Center during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

*Hungelman, Putzier & Co.*

October 7, 2004

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER

SCHEDULE OF FINDINGS

YEAR ENDED JUNE 30, 2004

Findings Related to the Financial Statements:

INSTANCES OF NONCOMPLIANCE:

No matters were noted.

REPORTABLE CONDITIONS:

- A. Segregation of Duties - One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The mail should be opened by someone who does not have access to the accounting records. A list of all checks received should be prepared and this list should then be agreed to amounts posted to the accounting records.

Recommendation - We realize that with a limited number of office employees, segregation of duties is difficult. However, the Center should review its control procedures to obtain the maximum internal control possible under the circumstances.

Response - The Center has begun a limited segregation of duties. A full-time staff member that does not have access to the accounting records receives the mail, records the checks on a monthly log, and then gives them to the Director for deposit. This employee will begin taking these logs to the Cherokee County Auditor for comparison of posting, effective immediately.

Conclusion - Response accepted.

Other Findings Related to Statutory Reporting:

1. Official Depositories - A resolution naming official depositories has been approved, however, North Star Credit Union is not included in the resolution.

Recommendation - The Board should approve a new resolution which includes all depositories and the maximum amount which may be kept on deposit.

Response - The March 25, 2005 Board meeting will approve the resolution of the North Star Credit Union for a depository and the maximum dollar amount for this.

Conclusion - Response accepted.

2. Questionable Expenditures - No expenses that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.
3. Travel Expense - No expenditures of money for travel expenses of spouses of Center officials or employees were noted.
4. Bond Coverage - Employees were covered by a surety bond during the year ended June 30, 2004.

NORTHWEST IOWA MULTICOUNTY REGIONAL JUVENILE DETENTION CENTER

SCHEDULE OF FINDINGS

YEAR ENDED JUNE 30, 2004

Other Findings Related to Statutory Reporting: (Continued)

5. Board Minutes - No transactions were found that we believe should have been approved in the Board minutes but were not.
6. Deposits and Investments - No instances of non-compliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa and the Center's investment policy were identified.